

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Accounts Payable Clerk

POSITION NUMBER: ON GOING

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School diploma or GED equivalent required. * (Documentation must be attached with application)
- ☐ Completion of college-accredited bookkeeping course preferred.

SKILLS:

- ☐ Must have a good working knowledge of journal entry bookkeeping and payroll procedures.
- ☐ Ten-key by touch. (Test required)
- ☐ Must have excellent math skills and ability to pass a bookkeeping test with minimum score of 70%. (Test required)
- ☐ Excellent communication skills.
- ☐ Must be computer literate using Microsoft Office specifically Word and Excel, Infinium knowledge preferred.

EXPERIENCE:

- ☐ Minimum of one (1) year experience working in Accounts Payable preferred.
- ☐ Minimum of one (1) year bookkeeping experience.

OTHER REQUIREMENTS:

- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual finger dexterity for operation of personal computer and routine paperwork.
- ☐ Ability to sit for extended period of time.
- ☐ Tolerance to be exposed to computer screen for prolonged periods of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Ability to climb stairs on a daily basis.
- ☐ Ability to lift up to 30 lbs.

Tribal Department: Finance

Employee Classification: Non-exempt

Job Summary: Maintains books, ledgers, accounts, etc. in compliance with accounting , policies and procedures. Cooperative office spirit.

Employee Reports To: Accounts Payable Supervisor or designee

Extent of Job Authority: To perform accounting functions in conformity with generally accepted accounting principles and Tribal/State policies and procedures.

Specific Duties Performed:

1. Match invoices with purchases requests and order, and check invoice extensions.
2. Prepare invoices for input into computer system.
3. Prepares invoices for payment.
4. Maintains accurate open and paid Accounts Payable accounts.

5. Balances and prepares month-end Accounts Payable accounts.
6. Reviews expense and asset accounts and prepares journal entries accordingly.
7. Performs other job duties deemed necessary or requested.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$15.43 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**